



Glenda Ritz, NBCT

Indiana Superintendent of Public Instruction

JOB ANNOUNCEMENT

Controller

JOB POSTING ID: 602903
APPLY BEFORE: June 27, 2016
LOCATION: Indianapolis
TO APPLY: [Link to Job Posting](#)
HIRING SALARY: \$50,000

JOB DESCRIPTION:

Controller is responsible for total fiscal management of an assigned customer group/service line. This includes the planning, development, organization and administration of all budgeting and accounting responsibilities within the group for the Indiana Department of Education (IDOE) Finance central office. Incumbent independently controls unit workflow and processes and is responsible for the attainment of the assigned customer group objectives in conformity with the agency's Mission and Vision, as well as the objectives of the Finance Division of working efficiently, accurately and with anticipation of pending financial issues. Incumbent provides intensive training to personnel to empower independent action and decision-making. General objectives and boundaries are planned with the CFO and the Director of Accounting. Reports to the Director of Accounting.

- Supervise one of six general ledger groups within the Division of Finance and review the work of subordinates for compliance with divisional objectives;
- Establish procedures for Accounting Section appropriate for the fiscal management and planning within the designated services line;
- Supervise and coordinate the development of budget reports, strategies, and projections that are used in decision-making. Establish fiscal control measures designed to maximize the effectiveness and meet established benchmarks;
- Resolve and negotiate accounting problems that may arise between the Finance Division, program areas, or other state and federal agencies;
- Coordinate and direct the preparation of the customer group/service line biennial budget and grants.
- Coordinate and direct the preparation of budget expenditure reports and ensure compliance with strict guidelines and review fiscal analyses and trends in spending.
- Revise internal structure, policies and procedures to accommodate new responsibilities, laws and program with special emphasis on the fiscal impact.
- Coordinate federal grant activities which relate to cash management and funds withdrawals and reporting requirements.
- Direct and establish internal and external communication processes and points of contact.
- Assist with the preparation, justification and review of the IDOE budget report and request and allotments.
- Promote process improvement and increased efficiencies establishing best practices, policies and procedures for general accounting, bookkeeping and budgeting functions in compliance with quality assurance checks.
- Assist as needed with the indirect direct cost plan.
- Direct the preparation and submission of federal grant fiscal reports as required; and
- Completes additional duties as assigned.

PREFERRED EXPERIENCE & COMPETENCIES:

Minimum of a Bachelor's degree in Accounting or related area from an accredited college/university or at least six (6) years of accounting experience. Experience in state government accounting a plus.

- Indepth knowledge of government accounting, budgeting and auditing.
- Extensive knowledge of state and federal laws, policies and procedures as they pertain to agency fiscal management.
- Significant knowledge, training, and experience with federal grants reporting, cash management improvement act, accounting standards, and federal OMB circulars.
- Extensive knowledge of agency organization, functions, and purposes.
- Thorough knowledge of state government organization and function.
- Ability to develop new or modify existing accounting procedures and methods to meet agency needs.
- Ability to analyze and solve complex accounting, budgeting, and auditing problems.
- Ability to prepare, justify, and review budgets.
- Ability to analyze expenditures and determine cost effectiveness.
- Exceptional interpersonal skills.
- Effective oral and written communication skills.
- Extensive expertise with Microsoft Office suite, especially Excel.
- Ability to prioritize numerous work assignments and to meet deadlines.
- Exceptional attention to detail.